

QA 2 Checklist

Check every page listed on the migration map to confirm that:

- All links are correct and working.
 - “Correct” means that either a dependency tag or working external link has been used.
 - Example: {{f:65614562}}
- Photos look good: Heads and main focal points aren’t cut off and the photo isn’t cropped in an odd way.
- All interior page titles look the same, i.e., have consistent style settings like "hero short" or have the "default" page title activated in Parameters. This is important for consistency.
- Make sure all image folders have images that are below 1,000 KB.
- There is minimal snippet use. Components are used most often.
- If the page has a table, make sure it is accessible.
 - Accessible tables have a header row, a simple structure, are not used in place of a design element like content columns and are not screenshots or images.
 - [More information on table accessibility here.](#)
- Check the mobile optimization of each page.
- Check the text sizes. Make sure it is consistent throughout your site.
- Make sure all pages have page descriptions in the Properties section.
- Check each image’s Alt Text to make sure it is complete and accurate.

After a QA of all pages are complete, make sure:

- The main navigation at the top of your page is complete.
 - [More information on this can be found here.](#)
- Make sure the mobile navigation matches the main navigation.
- If a site section includes a side navigation, make sure it’s accurate and activated in Parameters on each of the relevant pages.
 - Note: The side nav will change based on folder structure.
 - Landing pages will not have a side nav option.
 - [More information on the side navigation here.](#)
- Make sure the footer’s contact info, social links, etc. are complete.
- Delete any training and testing materials you may have created on your site.
- REPUBLISH EVERYTHING to make sure all changes have gone through.